The University of Essex has a responsibility to ensure that the health, safety and wellbeing of all staff at work is maintained. In this current pandemic the University is required by law to undertake a risk assessment of the workplace and to implement control measures to reduce COVID-19 related risks for transmission. COVID-19 transmission arises mainly from contact with contaminated surfaces or spread of droplets. Therefore, we will all have to make changes to the way we work and carry out activities on our campuses.

We all need to ensure that we are aware of these changes and to follow them in order to help protect ourselves, our families and others in our community, especially those who may be at greater risk. Failure to do so, dependent upon the severity, could constitute a non-compliance with the Universities’ Health and Safety Policy and Standards and may result in disciplinary action being taken.

Please remind yourself of the advice and guidance published on the COVID-19 web page, (Staff Directory) and indicate your agreement to the following statements by signing below. This form will be completed as part of the Essential Training: Keeping Us Safe on Campuses During COVID-19.

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**Before returning to campus**

- I have been authorised by my Head of Department or Head of Section to return to campus
- I have completed the COVID-19 ‘Keeping us safe on campus’ Moodle training course
- I am aware of the policies and procedures in place to protect me from COVID-19
- I have seen a COVID-19 risk assessment related to my safety at work, and my work activities, and I will comply with the control measures identified
- I have competed my individual health questionnaire

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**On my return to campus**

- I will follow social distancing rules currently in place in my workplace, including:
  - Within toilet facilities
  - When walking around campus
  - When queuing for food / drinks
  - When attending meetings that cannot be held on Zoom, via another remote means or outdoors
- I will wear one of my two washable masks provided by the University (or equivalent face covering) when in areas identified and published by the University
- Face masks/coverings must be worn in all indoor University premises (with the exception of staff in individual offices or office bubbles)
- If I am medically exempt from wearing a face covering, I will contact ohquery@essex.ac.uk for advice and guidance to ensure my own, and others, safety.

- I will wash my hands regularly and use hand sanitiser where available
- After travelling on public transport
- On arrival at my workplace, and as I leave for home
- Regularly throughout the working day
- Whenever my hands get dirty
- After touching food, smoking or vaping
- After using any toilet facilities
- After touching my eyes, nose and mouth
- I will not share crockery, cutlery, cups or pens with colleagues
- I will cough / sneeze into a tissue, which I will dispose of immediately in a waste bin and wash my hands – if a tissue is not available, I will use the crook of my elbow
- If I wear a uniform, I will wear a clean uniform each day
If I, or someone I live with develops symptoms

- I will leave campus if I develop any symptoms of COVID-19
- I will wear my mask on my journey home
- I will inform my line manager and Occupational Health immediately
- I will self-isolate at home for seven days or until I receive a negative test result
- I will call NHS 111 to arrange to get tested (testing must take place between day 1 and day 7 of becoming symptomatic)
- I will only return to work if on day 8 after the onset of symptoms I am feeling better and have been free from fever for 48 hours

- I will not attend campus if I develop any symptoms of COVID-19
- I will inform (by telephone) my line manager and occupational health immediately
- I will self-isolate at home for seven days or until I receive a negative test result
- I will call NHS 111 to arrange to get tested (testing must take place between day 1 and day 7 of becoming symptomatic)
- I will only return to work if on day 8 after the onset of symptoms I am feeling better and have been free from fever for 48 hours

- I will not attend campus if a member of my household develops any symptoms of COVID-19
- I will self-isolate at home for 14 days from the first day that the person in my household became unwell

As an employee, I agree to all the above points. As a manager I also agree to the following:

- I will ensure that all PPE identified in a risk assessment as being required to protect employees
- will be provided and replaced as necessary
- will be cleaned/maintained (if not disposable)
- will be disposed of correctly (if disposable)

- I will ensure that all procedures in place to manage the risks of COVID-19 will be thoroughly rolled out to all employees to ensure they have a full understanding of the risks and the control measures in place to protect them.

- If unable to do so myself, I will ensure that, before the workplaces under my control are brought back into use, a workplace inspection will be undertaken by a nominated, competent person to ensure that the areas concerned are safe to be re-populated.
- Member of the Health & Safety Advisory Service to be invited
- Union Representatives to be invited
- H & S Liaison Officers (HSLOs) to be invited

- If any member of staff becomes symptomatic, I will record and report the incident, and investigate as advised by the Workplace Wellbeing Team
- I will notify the Head of Department / Section, and
- Email the covid19@essex.ac.uk inbox.

Name:

Department/Section:

Date:

Signature: